



DEPARTMENT OF VETERANS AFFAIRS

Billing Code 8320-01

[OMB Control No. 2900-0028]

Proposed Information Collection (Application of Service Representative for Placement on Mailing List; Request for and Consent to Release of Information from Claimant's Records; Request to Correspondent for Identifying Information; and 38 CFR 1.519(A) Lists of Names and Addresses); Comment Request

AGENCY: Office of Information and Technology, Department of Veterans Affairs

ACTION: Notice

SUMMARY: The Office of Information and Technology (IT), Department of Veterans Affairs (VA), is announcing an opportunity for public comment on the proposed collection of certain information used by the agency. Under the Paperwork Reduction Act (PRA) of 1995, Federal agencies are required to publish notice in the Federal Register concerning each proposed collection of information, including each proposed revision of a currently approved collection, and allow 60 days for public comment in response to this notice. This notice solicits comments for information needed from service organizations requesting to be placed on VA's mailing lists for specific publications; to request additional information from the correspondent to identify a veteran; to request for and consent to release of information from claimant's records to a third party; and to determine an applicant's eligibility to receive a list of names and addresses of Veterans and their dependents.

DATES: Written comments and recommendations on the proposed collection of information should be received on or before [Insert date 60 days after date of publication in the FEDERAL REGISTER].

ADDRESSES: Submit written comments on the collection of information through the Federal Docket Management System (FDMS) at [www.Regulations.gov](http://www.Regulations.gov); or to Martin L. Hill, Office of Information and Technology (005R1B), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420 or e-mail: [martin.hill@va.gov](mailto:martin.hill@va.gov) . Please refer to "2900-0028" in any correspondence. During the comment period, comments may be viewed online through FDMS.

FOR FURTHER INFORMATION CONTACT: Martin L. Hill (202) 632-7452.

SUPPLEMENTARY INFORMATION: Under the PRA of 1995 (Public Law 104-13; 44 U.S.C. 3501 – 3521), Federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct or sponsor. This request for comment is being made pursuant to Section 3506(c)(2)(A) of the PRA.

With respect to the following collection of information, IT invites comments on: (1) whether the proposed collection of information is necessary for the proper performance of IT's functions, including whether the information will have practical utility; (2) the accuracy of IT's estimate of the burden of the proposed collection of information; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4)

ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or the use of other forms of information technology.

Titles:

- a. Application of Service Representative for Placement on Mailing List, VA Form 3215.
- b. Request for and Consent to Release of Information from Claimant's Records, VA Form 3288.
- c. Request to Correspondent for Identifying Information, VA Form Letter 70-2.
- d. 38 CFR 1.519(A) Lists of Names and Addresses.

OMB Control Number: 2900-0028.

Type of Review: Revision of a currently approved collection.

Abstract:

- a. VA operates an outreach services program to ensure Veterans and beneficiaries have information about benefits and services to which they may be entitled. To support the program, VA distributes copies of publications to Veterans Service Organizations' representatives to be used in rendering services and representation of veterans, their spouses and dependents. Service organizations complete VA Form 3215 to request placement on a mailing list for specific VA publications.
- b. Veterans or beneficiaries complete VA Form 3288 to provide VA with a written consent to release his or her records or information to third parties such as insurance companies, physicians and other individuals.
- c. VA Form Letter 70-2 is used to obtain additional information from a correspondent when the incoming correspondence does not provide sufficient information to identify

a Veteran. VA personnel use the information to identify the Veteran, determine the location of a specific file, and to accomplish the action requested by the correspondent such as processing a benefit claim or file material in the individual's claims folder.

- d. Title 38 U.S.C.5701 (f)(1) authorized the disclosure of names or addresses, or both of present or former members of the Armed Forces and/or their beneficiaries to nonprofit organizations (including members of Congress) to notify Veterans of Title 38 benefits and to provide assistance to Veterans in obtaining these benefits. This release includes VA's Outreach Program for the purpose of advising Veterans of non-VA Federal State and local benefits and programs.

Affected Public: Individuals or households, Not for profit institutions, and State, local or tribal government.

Estimated Annual Burden:

- a. Application of Service Representative for Placement on Mailing List, VA Form 3215 – 25 hours.
- b. Request for and Consent to Release of Information From Claimant's Records, VA Form 3288 – 18,875 hours.
- c. Request to Correspondent for Identifying Information, VA Form Letter 70-2 – 3,750 hours.
- d. 38 CFR 1.519(A) Lists of Names and Addresses – 50 hours.

Estimated Average Burden Per Respondent:

- a. Application of Service Representative for Placement on Mailing List, VA Form 3215 – 10 minutes.

- b. Request for and Consent to Release of Information From Claimant's Records, VA Form 3288 – 7.5 minutes.
- c. Request to Correspondent for Identifying Information, VA Form Letter 70-2 - 5 minutes.
- d. 38 CFR 1.519(A) Lists of Names and Addresses – 60 minutes.

Frequency of Response: On occasion.

Estimated Number of Respondents:

- a. Application of Service Representative for Placement on Mailing List, VA Form 3215 – 150.
- b. Request for and Consent to Release of Information From Claimant's Records, VA Form 3288 – 151,000.
- c. Request to Correspondent for Identifying Information, VA Form Letter 70-2 – 45,000.
- d. 38 CFR 1.519(A) Lists of Names and Addresses – 50.

DATED: February 6, 2014

By direction of the Secretary:

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Crystal Rennie, VA Clearance Officer  
Department of Veterans Affairs

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